



Michigan Supreme Court

State Court Administrative Office
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Carl L. Gromek, Chief of Staff
State Court Administrator

MEMORANDUM

DATE: November 15, 2006

TO: Chief Judges
cc: Court Administrators
Probate Registers
Authorized Users of the Caseload Reporting System
SCAO Regional Administrators
System Providers

FROM: Carl L. Gromek

RE: SCAO Administrative Memorandum 2006-07
Reporting 2006 Trial Court Caseload Data to SCAO

This memo outlines the steps each trial court shall take in January and February of 2007 to submit, review, correct, verify, and authorize release of 2006 caseload data for parts 1, 2, and 4 of the Caseload Reporting System (CRS).

Authorized users of CRS should submit 2006 caseload data by **January 30, 2007**, and verify the caseload data as complete, accurate, and authorized for release by **February 28, 2007**. For the 2006 reporting year, caseload data for Parts 1 and 2 will be submitted as an annual, not quarterly, report. Attached to this memorandum is information to help you in this process.

If you have any questions regarding these procedures, contact Amy Byrd, Management Analyst, or Lili Marchlewicz, Data Projects Coordinator, at 517-373-5538, or by email at byrda@courts.mi.gov, or marchlewiczl@courts.mi.gov.

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Items in italics are features of the Caseload Reporting System (CRS).

A. Purpose of Caseload Reporting

Complete, accurate, and timely caseload data are essential to functions of the State Court Administrative Office (SCAO). Caseload data are organized into three parts: Part 1 includes beginning pending, new filings, and reopened cases; Part 2 includes dispositions; and Part 4 includes case age at disposition and pending case age. In addition to other purposes, Parts 1 and 2 are essential to preparing The Michigan Supreme Court Annual Report and Part 4 is essential to assessing caseload management.

B. Responsibilities for Reviewing, Correcting, Verifying, and Authorizing Release of Caseload Data

Authorized users of CRS shall electronically submit, review, correct, verify, and authorize release of caseload data. These persons shall submit 2006 caseload data by January 30, 2007, and verify it as complete and accurate by February 28, 2007. A request to make corrections to caseload data after February 28 may be granted at the discretion of the State Court Administrator; however, the corrections will not be included in The Michigan Supreme Court Annual Report.

During 2006, the authorized user may have entered or uploaded data into CRS for the purpose of generating an output report. This information will be purged by December 15, 2006, and the system will be unavailable from this date until January 1, 2007, in preparation for the annual reporting.

C. Steps to Submit Annual Caseload Data (due no later than January 30, 2007)

1. On or after January 1, 2007, login to the Michigan Court Application Portal (MCAP) using your username and password. Select the CRS application and click Go.
2. Manually enter and/or electronically upload caseload data for the full year for Parts 1, 2, and 4. Use caution when uploading files as they can inadvertently overwrite or add to existing valid data.
3. Run the *Missing Reports* feature on CRS. Information in this report will show:
(1) the part and section for which data are missing in Parts 1 and 2; (2) the name and State Bar membership number (P number) of any elected judge, appointed judge, or attorney-magistrate that is missing from Part 4; and (3) the section in Part 4 for which data are missing for any judge or attorney-magistrate (with partial data reported). Judges from another court assigned to case(s) in your court may not appear on the *Missing Report* for Part 4; however, report their caseload data in Parts 1, 2, and 4 to ensure complete information and to prevent errors in the *Data Check* features.
4. Enter any missing data for the sections identified on the *Missing Report*.

D. Steps to Review Accuracy of and Make Corrections to Parts 1 and 2 Data

1. Generate the *Parts 1 and 2 Data Check* feature for 2006 caseload data. Ending pending numbers less than zero will be highlighted and must be corrected. CRS will not permit you to verify the caseload data if any ending pending numbers are less than zero. After making corrections, generate the *Parts 1 and 2 Data Check* feature again to ensure that there are no negative ending pending numbers.
2. Run a full-year court caseload detail report from your court's case management system and a full-year *Court Caseload Detail* output report for Parts 1 and 2 through the *View Reports* menu on CRS. Compare your local case management system report and the *Court Caseload Detail* report.
3. Make any necessary corrections to Parts 1 and 2 caseload data by entering the corrections to the *Caseload Data Entry* screens. Corrected data submitted through the *Upload Caseload Data Files* feature can inadvertently overwrite or multiply existing valid data, especially in courts in which more than one case management system is used. For this reason, it is best to make corrections through the *Caseload Data Entry* screens.
4. Once the corrections have been made, generate the full-year *Court Caseload Detail* output report for Parts 1 and 2 and the full-year court caseload detail report from your court's case management system again and compare the two reports. They should now match.
5. When you are satisfied that Parts 1 and 2 caseload data are complete and accurate, generate the full-year *Court Caseload Summary* output report for Parts 1 and 2. The summary and detail reports for Parts 1 and 2 will be published in The Michigan Supreme Court Annual Report.

E. Steps to Review Accuracy of and Make Corrections to Part 4 Data

1. Generate the *Part 4 Data Check* feature for 2006 caseload data. This feature will show differences between the total dispositions and ending pending cases in Part 4, and the total dispositions and ending pending cases in Parts 1 and 2. The data check will be conducted on certain case types in circuit and district courts.¹ Any

¹ The data check includes the following circuit court case types: Appeals: AA, AE, AP, AR, AV; Administrative Review, Superintending Control, and Extraordinary Writs: AH, AL, AS, AW; Criminal: AX, FC, FH, FJ; Civil Damage Suits: ND, NF, NH, NI, NM, NO, NP, NS, NZ; Other Civil Matters: CB, CC, CD, CE, CF, CH, CK, CL, CP, CR, CZ, PC, PD, PR, PS, PZ; Domestic Relations: DC, DM, DO, DP, DS, DZ, UD, UE; Proceedings under the Juvenile Code: DJ, PJ; Proceedings under the Adoption Code: AB, AC, AD, AF, AG, AM, AN, AO, AY; Miscellaneous Proceedings: EM, ID, NB, NC, PH, PP, PW; and Court of Claims: MD, MH, MK, MM, MP, MT, MZ. The data check excludes the following circuit court case types: Domestic Relations: TC, TI, TM, TO, TP, TS, TU, TZ, UC, UF, UI, UM, UN, UO, UT, UW; Proceedings under the Juvenile Code: DL, NA, TL; Proceedings under the Adoption Code: RB, RL; Miscellaneous Proceedings: VP; and all ancillary proceedings filed in circuit court. The data check includes all district court case types and excludes all probate court case types.

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significant differences will be highlighted and must be corrected. Generate the *Part 4 Data Check* feature and correct any problems until there are no highlighted differences.

3. Generate the *Case Age Detail* and *Case Age Summary Reports*. These reports show the extent to which the court or a particular judge achieved the time guidelines.

F. Steps to Verify the Completeness and Accuracy of Caseload Data (due no later than February 28, 2007)

Once 2006 caseload data in all three parts and in all sections for the entire trial court have been reviewed and corrected, one person must verify and authorize it for release. In courts in which more than one person is responsible for reporting separate sections of caseload data, the chief judge should delegate the responsibility for submitting verification to one person. This is particularly important for circuit courts in which caseload data from juvenile, civil, criminal, domestic relations, and other sections are submitted by various users from both circuit and probate court.

Submit one *Caseload Data Verification* form for the entire trial court's caseload data through CRS. SCAO will send an e-mail to the chief judge stating the date and time verification was received. Probate registers and court administrators will receive a copy of this e-mail notice. This verification indicates to SCAO that the caseload data is authorized for release.

If your court is missing data or the data check indicates a problem, you may not be able to submit verification. If this occurs and you are not able to correct the problem, contact your Regional Administrator.